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*Commissioner, District 4*

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

## MEMORANDUM FOR FILE

DATE: July 18, 2024

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

RE: Sole Source Determination per Section 13-1-126 NMSA 1978 to Continue Animal Shelter and Humane Animal Care Services with Santa Fe Animal Shelter & Humane Society.

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### **BACKGROUND:**

In November 2012 Santa Fe County entered into a Professional Services Agreement No. 2013-0103-SD/MS with the Santa Fe Animal Shelter & Humane Society to provide animal control and humane animal care services to include, but not limited to animal housing facilities for animals impounded by the County Animal Control Officers (ACO), with twenty-four (24) hours per day accessibility, pursuant to Section 13-1-126 NMSA 1978. Sole source procurement.

In October of 2017 and again in 2021, as the services provided by the Santa Fe Animal Shelter & Humane Society are considered a professional service, whereas the term of a contract for professional services, may not exceed a total of 4 years, the County also entered into Agreements 2017-0210-SO/IC, and 2021-0031-SO/MM, respectively, pursuant to Section 13-1-126, Sole source procurement with the Santa Fe Animal Shelter and Humane Care Services.

These services are vital in the County's attempt to manage stray and sick animals within the County.

### **SUMMARY:**

Due to the significant professional requirements of the County Animal Control Officers to manage stray and sick animals within the County, the Animal Shelter must provide specific and unique services that are within the exterior boundaries of Santa Fe County. Although there are other Animal Shelters within the County, these shelters do not offer the level of veterinary care, housing facilities and evidence storage that are required by the ACO. In addition, the facility is more accessible and centrally located to County residents whose animals may be sheltered at the facility.

### **DETERMINATION:**

Due to the services being unique and this uniqueness is substantially related to the intended purpose of the contract, it is the determination of the County central purchasing office that this contract may

be awarded without competitive sealed proposals pursuant to NMSA 1978, 13-1-126 Sole Source Procurement.

It was further determined that a good faith effort was given in making this determination by reviewing available resources within adjacent communities such as the City of Espanola Animal Shelter as well as the Town of Edgewood, and the specific needs and requirements of the using agency.

**Contract Information:**

Vendor: Santa Fe Animal Shelter & Humane Society  
100 Caja Del Rio Road  
Santa Fe, New Mexico 87507

**Services:** Provide animal housing facility for impounded animals, 24 hr/day operations, capable of housing over one hundred County impounded animals per month, provide ID bands wellness vaccinations, hold and store animals for abuse cases, daily care, medical care by a license veterinarian, disposal of animal remains, collect licensing and impoundment fees, sterilize feral cats, and other animal care services required, pursuant to County Ordinance 1991-6, and as amended by Ordinance 2017-1.

Current Estimation of Cost:

- **\$17,000.00/mo.** Plus altering fees listed in attached scope of services.
- Annual cost estimation- **\$240,000.00/yr.**
- Total Contract Sum for 4 years **\$816,000.00 Inclusive of NM GRT**

NOTE: The term of the agreement is may not be extended beyond a four (4) year term.